

College Procedure: 403.6 – Rental of Games

Policy Reference: 403 – Workplace Safety
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources
Effective Date: 03/05/2012

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

Documented procedures have been developed to protect Kirkwood in instances where games are rented and/or used at Kirkwood sponsored or endorsed events. Kirkwood's insurance policy does not cover accidents or injuries from the use of inflatables, rock climbing walls, or trampolines.

The Procedure

The College's Commercial General Liability Coverage does not apply to "bodily injury" to any person using a trampoline or rebounding equipment. In order to rent such devices, the person representing the College prior to agreeing to any rental must obtain the following documents.

- Proof of safety inspections
- Proof of insurance
- Access to the equipment's safety log

In addition, the following must occur:

- The vendor must supply trained personnel to monitor the equipment

The above documents and the agreement for the vendor to supply trained personnel to monitor the equipment must be shared with the Director, Risk & Transfer two weeks prior to the event's date to allow ample time to review the documents before any rental agreements are agreed to and/or signed.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	03/05/2012	Jim Choate, Vice President, Finance	New procedure
2	05/16/2017	Mick Starcevich, President	New template
3	07/08/2019	Cabinet	Procedures template